

MEMORANDUM FOR THE RECORD

In order to alleviate the above problems, [redacted] must make a concerted effort to curtail all use of unscheduled leave. [redacted] has been advised that a 90 day trial period will begin 10 January 1983 with a request for immediate improvement in the first 30 days. If significant improvement is not noted in the first 30 days, it will result in [redacted] removal from answering the sterile phone and her placement in functions with less impact on the Section's workflow.